



CHFS IT Policies and Procedures Team Charter



Team Charter and Procedures

Version 1.2
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070.400 Standards/Policies/Procedures (SSP) Promotion Policy	Current Version: 2.0
070.000 Administration	Effective Date: 05/02/2005

Revision History

Date	Version	Description	Author
5/2/2005	1.0	Effective Date	CHFS IT Policies Team Charter
10/22/2015	2.0	Revision Date	CHFS IT Policies Team Charter
10/22/2015	2.0	Review Date	CHFS IT Policies Team Charter

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Category: 070.000 Administration

1.1 Policy

The Cabinet for Health and Family Services (CHFS) policy team oversees the development and maintenance of CHFS Information Technology (IT) policies. CHFS follows all Enterprise policies as published on the Commonwealth Office of Technology website. The CHFS policy objective is to establish full NIST 800-53 Rev. 4 and MARS-E policy requirements through the application of Enterprise and CHFS IT policies.

1.2 Scope

This policy applies to all CHFS employees and contractors, including all persons providing contractor services.

1.3 Policy/Procedure Maintenance Responsibility

The Office of Administrative and Technology Services (OATS) IT Security & Audit Section are responsible for the maintenance of this policy.

1.4 Membership of Team

The CHFS Policy team is comprised of members within various areas of CHFS Office of Administrative and Technology Services. The voting team members are from the following areas:

- Security and compliance members
- Application development members
- Strategic service members
- Non-voting administrative organizer
- Additional non-voting members

1.5 Frequency of Team Meetings

The CHFS IT Policy team meets on a monthly basis. However, the team may elect to meet more frequently if required by the workload.

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1.6 Approval Process for Policies and Procedures

All CHFS IT Policies are approved by following the process as outlined below:

- Policies must be approved by 4 of the 7 voting members on the policy team.
- Policies are then reviewed and approved by the OATS Division Directors.
- Policies are then reviewed and approved by the OATS Executive Director for final approval.
- The Policy Team non-voting administrative organizer is then responsible for ensuring that approved policies are posted to the CHFS website as they are reviewed, approved, and updated.

1.7 Review Cycle

Annual

1.8 Cross References

- CHFS Policy Team Charter Members Document
- CHFS IT Policy #070.203 – Exceptions to Standards and Policies.
- CMS MARS-E
- IRS Publication 1075
- NIST 800-53 Revision 4